

## Provide Health Benefits

WELL Health-Safety Rating™

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### HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **policy and / or operations schedule** to **support the overall health and well-being of individuals and their families by offering comprehensive health benefits, policies and services.**

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented.

The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project areas.

This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating or designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation.



The below sample documentation is intended to provide guidance for creating an effective policy for health benefits. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

## EXAMPLE DOCUMENT

### Example for Feature Sections a and b

#### [Company] Health Benefits Policy

##### Location: [project address]

All employees are eligible for the company's [name of health plan] after the first [number] days of working at [company]. The plan covers the employee and their designated dependents, as detailed on page [#] of the plan.

The plan is [50-100%] subsidized by [company]. Each employee has the choice of three different versions of the plan that vary in cost and deductible (e.g. low-deductible, medium-deductible, high-deductible). They have the option to annually select a new plan each year or make adjustments to their current plan in [month].

For a full list of benefits under the plan, please visit the plan website at [link] and log in. Additionally, a copy of [company's] [name of health plan], is attached herein and available to all employees at no cost. These benefits cover the employee and their designated dependents, as detailed on page [#] of the plan. Below is a table of contents indicating which pages the following plan items can be found on:

<b>[COMPANY] BENEFITS PLAN AT-A-GLANCE</b>	
<b>Coverage Type</b>	<b>Page # of Plan</b>
1. Medical coverage, including emergency services	page [#]
2. Dental coverage	page [#]
3. Vision coverage	page [#]
4. Mental health and substance use services, including behavioral health treatment: a. counseling b. psychotherapy	page [#]
5. Sexual and reproductive health services: a. Pregnancy, maternity, and newborn care b. Birth control c. Breastfeeding coverage	page [#]
6. Medication/prescription coverage	page [#]
7. Preventative wellness, including: a. Essential immunizations based on region b. Preventive screenings and biometric assessments	page [#]
8. Tobacco cessation programs	page [#]
9. Unlimited infectious disease testing (e.g., tuberculosis, malaria, COVID-19, flu) during a regional or global infectious disease outbreak, epidemic or pandemic as specified by [regional or global public health agency]	page [#]

Employees are encouraged to familiarize themselves with their selected plan and take full advantage of its benefits. Benefits specialist [name] can be contacted at [contact information] for a confidential appointment to answer any questions regarding enrollment into the plan. For questions on plan benefits, employees should reach out directly to the health insurance company [name of company] at [number].

For questions on the plan or enrollment in the plan, employees can set up a confidential appointment with [name] in the human resources department, who can be contacted at [contact information].

#### TIPS FOR MULTIPLE LOCATIONS

- For organizations participating in WELL Portfolio or the multiple projects pathway, this policy and/or operations schedule is categorized as Shareable. It may be shared across multiple projects, as long as they all meet the strategies that are outlined in the document.
  - If you have projects pursuing the rating together that use different health benefits policies, distinct documentation should be developed for each. Identify each of the specific projects by name (must match project names in WELL Online.)